

California Women, Infants & Children, Program

ADD-TO-MASTER
Vendor Applicant Checklist



HAVE YOU INCLUDED THE FOLLOWING FOR
SUBMISSION WITH YOUR EMAIL OF THE APPLICATION?

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Application: complete Vendor Ownership Disclosure (page 3 of 7). If more than four individuals in the vendor ownership, **submit scanned** copies of additional pages with the application as an attachment to your email.

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Application: complete all **seven (7) pages. Did you:**

- ☐ Include CalFresh authorization number (must be authorized to apply as a WIC vendor)
- ☐ Provide WIC Sales and Non-Taxable Food Sales (page 4 of 7)
- ☐ Provide infant formula supplier information (page 5 of 7)
- ☐ Provide your low and high shelf prices for select WIC authorized foods (page 6 of 7)

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Application: page seven (7) only must be signed and dated, please include title. A copy must be scanned and submitted with the application as an attachment to your email.

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Health Permit: current copy **OR** most recent Health Inspection Report scanned and submitted with application as an attachment to your email.

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CA Sales and Use Tax: scanned copies submitted with your application as an attachment to your email. **Mandatory** if business has operated for a year or more.

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Addendum: signed, dated, scanned and submitted with your application as an attachment to your email.

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Exhibit A: completed with store name(s) and addresses, signed and dated. Then scan and submitted with application as an attachment to your email.

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Initial here that you have completed and attached the documentation required above.
SUBMIT a copy of this completed checklist **WITH** your application package.